

PlanUp

Getting Started Guide



Website: www.planup.co.uk

Email: support@planup.co.uk

Tel: 03458 678 222

Welcome to the PlanUp quick start guide. This is a step by step guide to show you how to create a plan and save an image out.

The back page of this guide is a finished plan which we will reproduce. You will need to refer to this plan throughout this walkthrough.

This plan has been created to encompass most of the day to day circumstances you will come across when drawing a plan but there is much that this guide does not cover. For more in-depth help please refer to the PlanUp User guide, but hopefully here we will give you a basic understanding of how to build up a plan and save out the finished article.

Firstly you will need to open PlanUp and login at the bottom right. Once you have logged in select 'New plan'

You will see that the first wall has been started for you. We will start drawing this plan by creating the Hall. Please keep the example plan to hand during each step of this guide to refer to when needed.

Please note that by default, measurements are shown Length x Width.

Let's begin!


Moving around the plan

If using on a Windows computer we advise using a mouse with a scroll wheel to zoom in and out. You can also click and drag to position your view. If using on a tablet, the standard pinch pull technique applies to zooming.


Hall

Step 1

You will see that the measurement of the Hall on the example plan is 2.50m x 2.00m.

Use the  to drag the wall to 2.00m. You can also type 2.00 on your keyboard or on the number pad provided in PlanUp and pressing Enter.

Step 2

You can now use the blue and black  to add your second wall. To do this you can click and drag it to the required length of 2.50m or alternatively you can single click it. Now you can type the required measurement on the number pad on your keyboard or the pad provided to the right of the screen and hit Enter.

Step 3


You will now see an option to auto complete the room in the bottom right of the screen. You can either click on the auto complete option or simply hit Enter on your keyboard to finish the room.

Alternatively you can repeat **Step 2** and add the remaining walls of 2.00m and 2.50m manually.

Step 4

We need to name the room. This can be done by clicking on the light grey 'Unnamed' text above the room measurement. This will open a menu with room names arranged alphabetically. Click on 'Hall'.

Step 5

Add the front door, by hovering over the  icon at the left of the symbol menu along the top of the screen. A dropdown menu will appear and you can click and drag the required door into place. Now repeat this process to add the second door.

Please note that once you have placed the door into the plan you can click on it to open a pop-up menu. Here you can choose from many options including swapping the hinge from left to right and creating a new room.

Note that you can show or hide the measurements or room name, change the title, delete the room, alter the text size and alter the measurement sizes shown. If you click into the room a grey box will appear like the one depicted below. Here you can make the adjustments.



It is normally best to leave the stairs until very last; this is because they can sometimes get in the way. We will add the stairs once we have completed the rest of this floor, so we will ignore them for now.

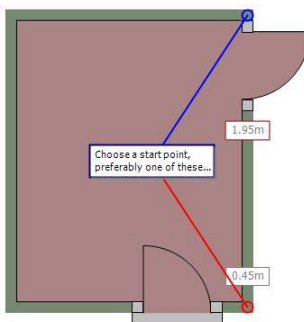
We have now finished the Hall, so let's move on!

Lounge/Diner

Step 1

Click on the door positioned on the right hand wall of the **Hall**. This will open a white menu box. Here you need to select 'Create Room'.

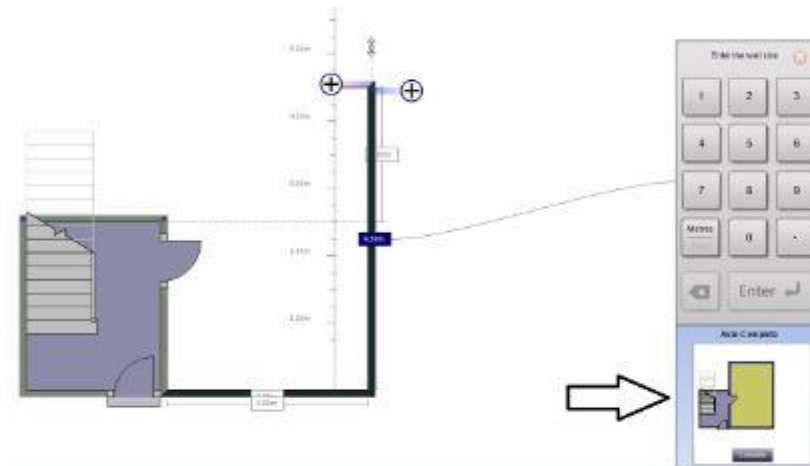
You should now see this,



Step 2

Click on the red start point to the bottom, this will cause a 1.00m wall to extend out from this corner. You can now manipulate this wall using the same principles as used in **Step 1 & 2** when creating the **Hall**.

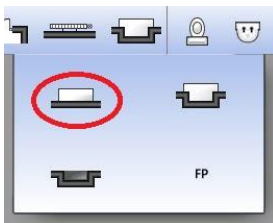
Make the **Lounge/Diner** 4.50m in length and 3.00m in width, and remember that once you have created the first two walls that the auto complete option will be available. This will enable you to finish the room quicker.



Step 3

You will now need to title the room in the same way as **Step 5** in creating the **Hall**.

Also we need to add the fire place by selecting the Fireplace hearth depicted below and adding it to the right hand wall. Also don't forget to add the door on the left hand wall.



Please note that it does not matter which order you add symbols, or even if you create all of the rooms before adding symbols and naming them. However, we do suggest that once you have drawn a room, to add any symbols needed and naming it before moving on. It is a good practice to get into and will stop you from forgetting or failing to see things you may have missed, by trying to add all the symbols at the end.


Utility

Step 1

We now want to create the **Utility**. To do this we will need to click on the top wall of the lounge, this will give you a white menu from which you will want to select 'Create room'.

Select the red start point and make the first wall 2.00m in length. Now use the ⊕ symbols to create the top wall which needs to be 2.10m in length. Now auto complete the room by pressing Enter on your keyboard.

Step 2

Select a worktop  from the symbols menu along the top of the screen and place it along the bottom wall of the **Utility**. You can use the red handles to manipulate the length and width of the worktop.

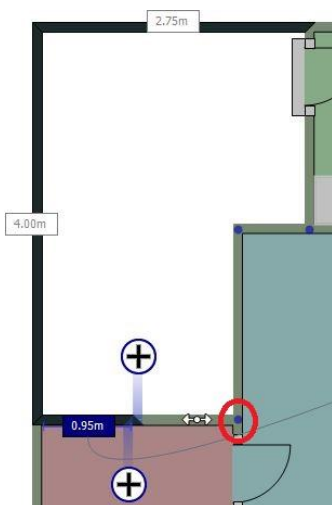
Step 3

Now finish the room by adding the doors, the windows and naming the room. Remember you can swap the hinge from left to right on the doors if needed.

Kitchen

Step 1

Click on the left hand wall or door of the **Utility** and select 'Create room'. Start on the red starting point and following the same processes learnt in creating the previous rooms, make the top wall of the **kitchen** 2.90m and the left wall 4.00m.



You will see that the auto complete option is not available so we will have to use the ⊕ buttons by clicking and dragging it along the adjoining top wall of the hall until the end of the

wall meets the blue anchor point in the top right corner of the hall, indicated by the red circle in the above image. Once you have added the third wall the auto complete option should appear in the bottom right of the screen. Please note that you do not have to use the auto complete to finish a room, you can just click and drag the walls into place ensuring you finish at the point you started. Sometimes this might be your only option to finish a room but using the auto complete when you can just makes the whole process quicker.

Step 2

Now use what you have learnt so far to complete the kitchen so it looks the same as the example plan by adding worktops, a sink, a window and a hob. All of the symbols can be found along the symbols bar along the top of the screen. Finish the room by adding the title.

Note that you can move the text in the room by clicking and dragging it to the required position.

Also you may notice that 'max' is displayed after the width measurement in this room. This will be explained a bit later on in **Step 4** of creating Bedroom 2.

Adding the staircase

Now we want to add the stairs. These can be found on the top symbols bar and they look

like this .


When you hover over this icon you will be presented with a dropdown list of various shapes of stairs. Hover over the straight stairs to the left of the menu and you will see another dropdown menu. We need to select the staircase to the left side which has a small arrow pointing upwards.

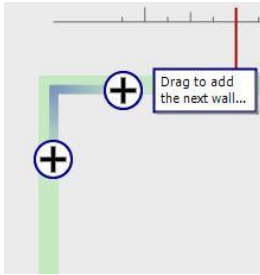
Once selected, we now need to place it into the hall against the left hand wall. Remember to use the example plan to get the placing correct.

First Floor

Step 1

Click on the staircase and on the white pop-up menu you will see 'Go upstairs', Click on this and you will move up a floor.

You will see a green outline of the floor below with red circles which are suggested starting points. Click on the top left red starting point and you will see two  symbols as depicted below.



Using the same methods as used on the **Ground Floor**, create the **Bathroom** 2.90m in width and 2.00m in length.

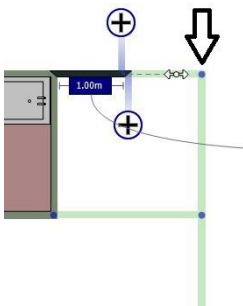
Step 2

Complete the room by adding the bath, toilet, sink and window. Finally name the room.


Bedroom 2

Step 1

Click on the right hand wall of the **Bathroom** and select 'Create room'. Select the blue start point and drag the wall until it snaps into position on the blue corner point as depicted below.



Step 2


Create a new wall using the  symbol which is 3.50m in length down the right hand side of the plan following the green line. Now create the bottom wall which is 3.00m in length, using the same process. After this wall is complete you should be able to use the auto complete to finish shaping the room.

Step 3

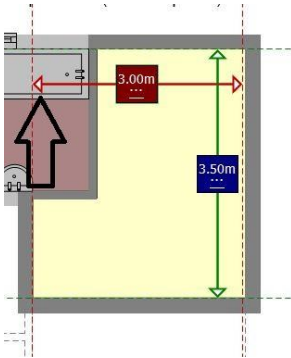
Now add the cupboard with the sliding door from the symbols menu along the top of the screen. The same can be done with the window and once both the window and cupboard have been added you should name the room.

Step 4

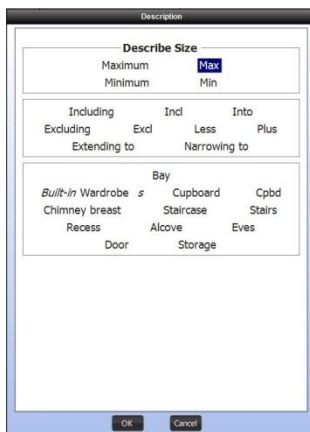
You may notice at this point that the measurements correctly show that the room is 3.50m in length but only 2.00m in width. This is obviously incorrect so we will need to change it.


Click into the room so the grey box appears and click on the blue and red crossed arrow .

You will now see that you have some sizing arrows within the room that can be adjusted by clicking on the end of the arrow and dragging into position. Click and drag the left hand arrow from the red box to the left, until it snaps into place along the left most wall of **Bedroom 2** as shown in the image below.



If you now click on the red box showing the measurement, you will see this menu.



Click on 'Max' and press 'OK'. Now along the top of the screen you will see 'Done', click this and you will go back to the editing screen. Now all you need to do is show the measurement. This can be done by clicking the Sizes  symbol on the grey room box.

Note: The reason we selected 'Max' is to show that the measurement in this room is measured to the maximum width. When altering the sizing arrows you can add all kinds of text to describe where the measurements are taken from. Sometimes PlanUp will automatically do this for you.

Bedroom 1 & Office

Use the techniques you have learnt so far to complete **Bedroom 1** and then the **Office**. Don't forget to add the doors and windows.


Landing

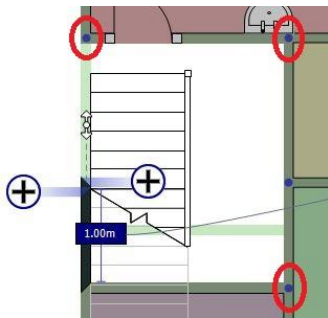
There is a good reason why we are creating the **landing** last.

The **Landing** in most properties joins onto the majority of rooms on the upper floors. This means that if you draw it first and you get it wrong, all of the other rooms you need to draw will be incorrect also.

By creating the other rooms upstairs first you will be left with the gap to fit the landing into, ultimately making it easier and quicker to finish the plan, especially if the landing is an awkward shape.

Step 1

Click on the top of the wall of the **Office** and select 'Create room'. Now use the  symbols to drag the walls to the blue dots in the corners of the existing rooms as shown below.



Step 2

If the end of the staircase is too close to the door of the **bathroom**, click on the stairs and use the red handle to shorten them slightly. To finish the room all you need to do is name it.

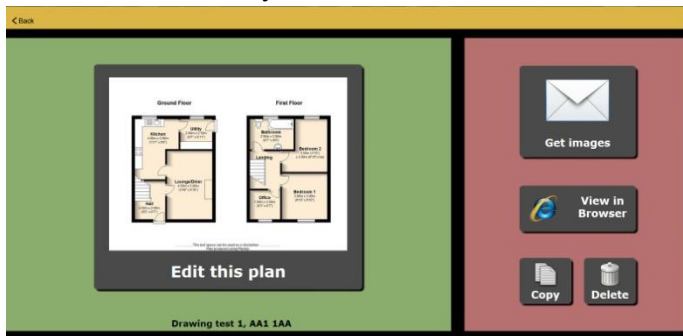
Finishing the plan

At this point we want to check the plan is correct. You will want to check things like the text positioning in each room, ensuring that you are showing/hiding all the text correctly and any text you are showing is readable. You also want to check that the room sizings are correct along with double checking the positioning of all the symbols.

Once you are happy that your plan resembles the example plan we can move on!

Step 1

Now the plan is complete we need to save it. Click 'Finish' in the bottom right of the screen. This will open an address box which needs to be completed including a full postcode. Once done click 'OK' and you will be taken to a screen similar to the one below.



Now you have entered the property address, the plan has been saved to our servers so what we need to do now is save the image onto your computer.

Step 2

We want to get images out of PlanUp onto your computer, so click 'Get images'.

Here you will see a selection screen for 2D or 3D images and a basic settings cog in the bottom right corner. We only want a 2D image and we do not currently need to change any basic settings for this example plan, so click on the 2D image.

Step 3

You will now see a large 2D image of the plan with some more options to the right of it. We want to customise the plan to give it shadows and colour it gold just like the example. To do this you will need to click on the 'Change scheme' button which is indicated on the below image.

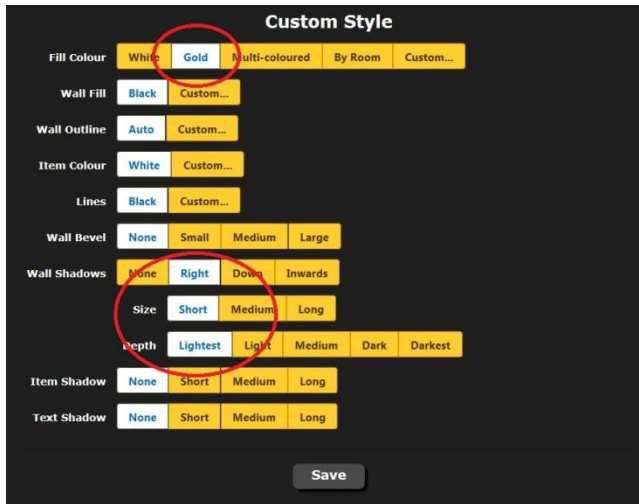


You will now see a bar of 5 yellow buttons at the bottom of the screen. The button furthest to the right of these is the 'Custom....' button, which is what you need to click on next.

Step 4

This is the Custom Style screen where you can manually choose the colour of the walls, the outlines, the floor colour and shadows etc....

We just want to colour the plan gold and add some simple shadowing. Use the image below to check that you have selected the correct options.

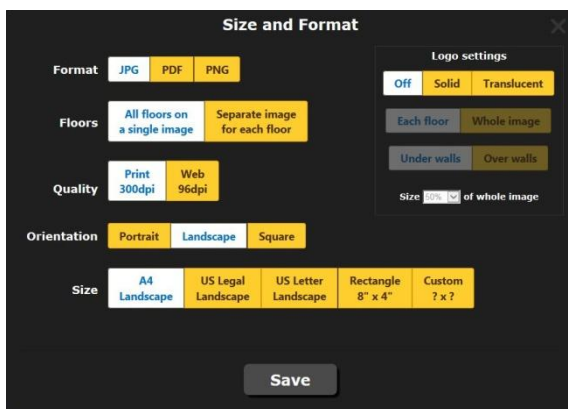


Once done, click the 'Save' button at the bottom of the screen and you will return to the previous screen. Click the cross in the bottom right corner to fully close the 'Change scheme' options.

Saving out

We have two ways of saving out images, either by email or directly on to your device. Please note that you cannot direct save on an iPad.

At the bottom of the screen below the preview of your finished plan you will see some white text. This is information about the type of image you are saving out. This can be changed by clicking the settings cog in the bottom right. We do not need to change any settings for this plan, but you can click on the cog if you wish to change the format of the plan including its size, its orientation (portrait/landscape), or even the file type to a different format. Below is an example of the Size and Format screen.



Now we are happy with what we want to save out you can simply click on 'Get images' and an email will be sent to your account with the images of your plan attached.

Alternatively we can save the image straight out. Simply click on 'Direct save' and a screen similar to the one depicted below will appear.



Here you save out the images and the description of the property.

We just want to save out an image with both the ground floor and the first floor on it. Click on 'All floors' and a window will open giving you the option save the selected image onto your computer.

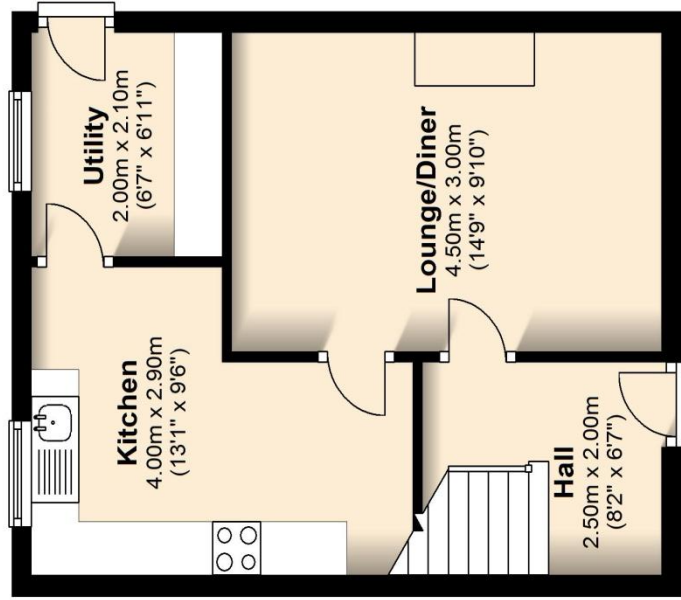
Congratulations!

You have just drawn and saved out your first plan. This was just a brief over view, there are still many things to learn but hopefully this has given you the knowhow to create and save out a plan.

For more in-depth information please take a look at our user guide.

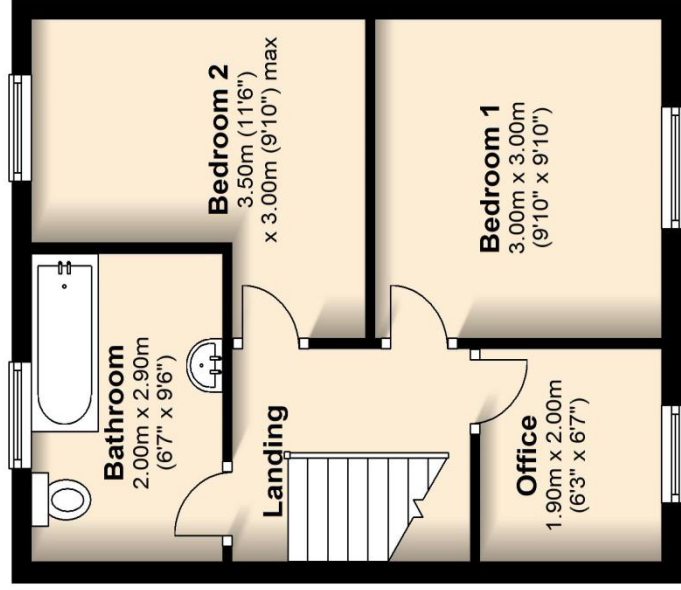
Ground Floor

Approx. 33.6 sq. metres (361.9 sq. feet)



First Floor

Approx. 33.6 sq. metres (361.8 sq. feet)



Total area: approx. 67.2 sq. metres (723.6 sq. feet)

Add a disclaimer here.....
Plan produced using PlanUp.